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City of Hialeah

February 2017

The City of Hialeah is accepting **RESUMES** for the position of:

PROFESSIONAL ENGINEER COORDINATOR (PUBLIC WORKS)

CLOSING DATE	SALARY	JOB TYPE
Open until filled	Open; Base on experience	Full-time

EXAMPLES OF DUTIES

- Plans, designs or manages construction of complex public works, capital improvement, or other projects;
- Estimates quantities and costs of such projects;
- Analyzes conflicting design requirements and makes recommendations;
- Reviews and checks the unsuitability of conventional materials;
- Supervises the work of subordinate Engineers, Engineering Technicians consultants and/or clerical personnel;
- Supervises the inspection of public works, capital improvement;
- Inspects complex public works, capital improvement;
- Reviews contractors' requests for payment, certifies quantities and payment amount for approval of payment by Director;
- Reviews change orders submitted for entitlement, prepares independent price proposal and makes recommendations for payment;
- Reviews and checks final working drawings of plans for internal projects as well as those prepared by outside consultants;
- May approve and/or sign and seal plans, specifications, reports, certifications to other entities or other items, as necessary;
- Prepares specifications;
- Makes complex computations;
- Makes time and material estimates;
- Performs a variety of investigative, planning and public relations work related to public works, capital improvement and other projects;
- Assists in the development of new designs and/or engineering techniques to be utilized for resolving problems encountered in a public works, capital improvement, parks and/or other construction projects;
- Applies appropriate personnel policies as they pertain to the approval or disapproval of leave requests and overtime authorizations;
- Initiates appropriate disciplinary actions and evaluates subordinate employee performance;
- Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and practices of engineering relating to the preparation of plans and specifications, inspection and project management for a wide variety of complex municipal projects;
- Considerable knowledge of modern methods and techniques as applied to the design, construction and maintenance of municipal projects;
- Considerable knowledge of approved safety standards relating to water and sewer designs and specifications;
- Considerable knowledge and/or computer literacy in CADD and other engineering software systems and their maintenance;
- Ability to adapt approved engineering methods and standards to the design and construction of a wide variety of complex municipal projects;
- Ability to instruct and supervise the work of engineering personnel involved in engineering projects;
- Ability to perform technical research work and to give reliable advice on difficult engineering problems;
- Ability to express facts and ideas clearly and concisely, both orally and in writing;
- Ability to understand environmental, financial and legal documents and/or contracts;
- Good physical condition.

REQUIREMENTS

Must have:

- Bachelor's degree in Engineering (Master's Degree preferred) from a college or university accredited by the American Board of Engineering Technology (ABET)
- Considerable experience in the practice of engineering, subsequent to attainment of Professional Engineer license; **OR** equivalent combination of training, experience and license beyond a Bachelor's degree in an aforementioned field.
- A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be obtained.
- Must be registered as a Professional Engineer, in good standing, in the State of Florida at time of application, and maintained throughout employment in this classification. A specific area of concentration within the field of Civil Engineering is desirable.

ADDITIONAL INFORMATION:

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is generally performed in the office and in the field. There is frequent use of the hands making hand-eye coordination in the operation of various equipment. While performing the duties of this job, the employee is frequently required to sit, stand, talk, walk, stoop, hear; use hand to finger, handle, feel or operate office equipment. The employee is occasionally required to do light lifting (up to 25 lbs.) and reach above the shoulders. Occasionally required to drive a City vehicle when in the field.

If you meet the minimum requirements and want to be considered for the position, please email your resume and supporting documentation to:

HRRESUMES@HIALEAHFL.GOV